



# **Arizona Department of Transportation**

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## **INFORMATION BULLETIN NO. 01-11**

**TO:** ADOT Project Managers/Monitors, Resident Engineers  
And Consultant Engineering Firms

**FROM:** Engineering Consultants Section

**SUBJECT:** CLARIFICATIONS TO INFORMATION BULLETIN NO. 01-08  
Recent Revisions to State Travel Policy

The Department of Transportation has adopted the Statewide Travel Policy as a guideline for reimbursing its consultants' travel expenses. We will follow the policy wherever possible. Several questions have been raised concerning the Information Bulletin No. 01-08 - Revisions to State Travel Policy.

Below are the questions received and our response:

1. Question: Does the requirement for receipts apply to out-of-state travel only?

Answer: The State's Travel Policy covers both in-state and out-of-state travel. There was no significant change in the Travel Policy. The INFORMATION BULLETIN NO. 01-08 documented the intention and administration of the Policy. Travel claims must be based on the amount actually spent. The Policy does not provide for a per diem or an allowance. All reimbursements for meals and incidentals cannot exceed the maximum amounts contained in the State Travel Policy, either on a full day or partial day basis. The Policy requires the submittal of receipts for Lodging. It does not specifically address receipts for food.

2. Question: Does this also apply to "Long Term" travel status?

Answer: The State's Travel Policy concerning Long Term Subsistence did not change. Claims can be made for actual expenses up to the established limits. The first seven days of Long Term Subsistence is treated the same as regular travel. After seven days the reimbursement limits are reduced to \$19.00 per night for Lodging and \$20.00 per day for Meals and Incidentals. Receipts must be submitted for the lodging related charges.

3.Question: If ADOT is not requiring receipts for food, but expects that you will be able to substantiate all items listed on your travel voucher/claim, what happens when an employee leaves the company and we are audited a year later and we can't find the employee? Are we going to be required to show the employee's receipts for the meals on the travel vouchers we claimed and got paid on? Does this mean the company will have to collect receipts from employees for meals claimed on travel vouchers and keep these in appropriate files in case of an audit?

Answer: The company may be required to substantiate its claims. Saving receipts for meals may be the best way to substantiate the claim. The records are subject to audit.

4. Question What type of receipt is required when we have an employee go on a long - term assignment, they find an apartment to rent and they eat at home? Do they bring in grocery receipts for the meals and the apartment rental receipt?

Answer: Yes, the company will need to submit receipts for the apartment and should keep receipts for groceries for the period covered in long - term travel status. Reimbursement will not exceed the \$39.00 per day maximum allowable for the period covered.

5. Question: We have some people assigned to long term travel status who are purchasing or who own their travel trailers. They move their temporary housing facilities to each job site sometimes at remote locations of the State. In the past they would receive long term travel allowance of \$39.00 per day. With that money they are able to make payments on the trailer and buy groceries and pay for trailer space rental if applicable. Sometimes they may not be able to provide a receipt from an established business for lodging and/or parking space rental. How will the Department handle this type of cost reimbursement? This long - term travel allowance is an incentive to find employees to work at these remote locations.

Answer: Claims for travel are intended to reimburse expenses. They are not intended to supplement an individual's salary. In those cases where an individual in Long Term Travel Status lives in their own trailer at a job site and cannot obtain a receipt, the company may request a waiver of the lodging receipt. It's very rare that a receipt cannot be provided from a trailer park, or other commercial establishment. This instance is not specifically addressed in the Travel Policy. Therefore, each case will be evaluated individually. The Project Manager, or Project Monitor may take into consideration the additional time and expense of commuting from the job site to the nearest commercial establishment.

If you should have any further questions, please feel free to call this office.

  
Catherine J. Hegel  
Contact Administrator